



## HCM TIME AND ABSENCE DEEP DIVE: MARCH 7

Greetings,

As we get closer to the final phase of the HCM Go Live, we want to share some information regarding the new **Time and Absence module through a demonstration to be held on Thursday, March 7<sup>th</sup> from 3:00 – 4:30 p.m. in the Berry Center Auditorium (Rm 138). The Time and Absence module will replace the current paper timesheets and leave sheets.** This demonstration will cover:

- How to enter time and absence
- How to approve time and absence
- Which employees need to enter their time and absences
- How to see your benefits
- How to see your paystub
- Required and optional training

This demonstration is highly encouraged as **hourly, non-benefited employees will not be paid if their supervisors do not approve their time in HCM.** Therefore, understanding how to review and approve time in HCM is key.

We highly encourage all at the main Laramie site to attend in-person. WyoCast is also available for those unable to attend in-person or not at the main Laramie site. WyoCast: <https://wyocast.uwyo.edu/WyoCast/Play/3dc63691ab82407c855f38f076199f311d>

We look forward to seeing you at the demonstration!

Best,

The WyoCloud Team

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### Contact Information

The WyoCloud  
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**Need help with WyoCloud?**  
Contact the UW Help Desk  
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